

DUTY STATEMENT

Agency: XYZ Agency

Program: Teen Pregnancy Prevention Program -Information & Education (I&E)

Program Position: Program Manager, 50 % FTE

Reports to: Chief Executive Officer

Position Purpose:

Under the general supervision of the Chief Executive Officer, the Program Manager is responsible for program planning, implementation, evaluation and oversight of the Teen Pregnancy Prevention Program (TPP) - Information & Education (I&E). Program Manager will be assisted by the Finance Director and Chief Executive Officer in finance/budget matters, personnel and staff training needs, completion of program reports and proper expenditures of funds appropriate to the program.

Principal Responsibilities:

1. Hires, supervises, trains staff/consultants regarding the implementation and evaluation of the I&E Teen Pregnancy Prevention Program; Monitors staff/consultants.
2. Work on program grant, workplan, budget, and monitors budget and expenditure reports.
3. Meet with teachers, counselors, parents, and local community leaders/policy makers to promote program and/or recruit program participants.
4. Meet with school administrators, teachers or counselors to arrange for implementation of TPP program, distribute TPP curriculum, program materials and provide permission slips for participants.
5. Coordinate and implement program Scopes of Work or Workplan, Continuous Program Improvement (CPI) and other Evaluation Plans.
6. Coordinate and supervise in the development of mechanisms for data collection, and quality control of the program database.
7. Collects and analyze data for local evaluation and provide results in the annual progress reports to funder.
8. Facilitate Quarterly Collaborative Meetings as needed.
9. Conduct in-service trainings and staff meetings for TPP staff on Family PACT/Medical services, referral system, referral tracking mechanism, outreach strategies, reproductive health care, evaluation, time study process, etc.
10. Attend Regional Collaborative Meetings to collaborate on program activities and identify barriers to care and services/TPP program implementation and develop strategies to overcome barriers/challenges.
11. Interface with program funders, evaluators, and consultants.
12. Monitor contract activities of consultants, and report results in the Project Update, and annual progress reports.
13. Participates in assigned community meetings as related to target populations and/or program objectives.
14. Communicate and formalize collaborative relationships with other Family PACT/Medi-Cal providers.
15. Presents program findings of barriers and effective strategies to increase access to care and services for adolescents at local, regional, or national conferences where applicable.
16. Create, develop, and disseminate surveys, needs assessments, referral forms, tracking mechanism, referral materials (such as flyers, referral list/card), outreach/health education materials and curriculum.
17. Develop, coordinate and update referral systems to establish a referral linkage with collaborative Family PACT providers.
18. Coordinate and/or conduct clinic tours for youth providing information on services available through Family PACT/Medi-Cal. Plan and coordinate with clinic staff to ensure easy access to appointments for teen services.
19. Review literature & research regarding teen pregnancy prevention to tailor program to participant needs and identify strategies to increase access to care and services.
20. Coordinate, review, and complete Time Study Documentations as required.
21. Conduct general administrative tasks to plan, implement, coordinate and evaluate program.
22. Other duties as assigned.

Requirements:

1. Masters degree in Public Health/Administration or Bachelor degree with 5 years experiences in health field.
2. Two years management experience, including budget preparation and management.
3. Experience teaching and/or leading groups.
4. Working knowledge of word processing (Microsoft Word), Adobe Acrobat, and spreadsheet (Microsoft Excel) programs.
5. Experience working with high-risk adolescents, and experience working with clients from diverse socioeconomic, ethnic and cultural backgrounds.
6. Ability to develop rapport and maintain professional conduct with community agencies and/or school administrators.
7. Experience with Teen Pregnancy Prevention Program or/and other health related programs.
8. Complete the Basic Family Planning Health Worker Certification course.
9. Excellent written and verbal communication skills.
10. Access to transportation to and from office and all sites.